

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

27 July 2017

Report of the Head of Corporate Strategy and Democratic Services – Karen Jones

Matter for Decision

Wards Affected:

All Wards

Timing of Council Meetings

Purpose of the Report

1. To endorse the proposal to carry out a survey of Members in relation to the timing of council meetings as required under Section 6 of the Local Government (Wales) Measure 2011.

Background

2. Section 6 of the Local Government (Wales) Measure 2011 requires the Council to undertake a survey of Members regarding the timing, frequency and location of meetings of the Council and its Committees at least once during the term of administration.

3. A copy of the previous survey questionnaire, designed to meet the requirements of the Measure and the statutory guidance, is attached for Members reference. It is proposed that current Members of the Council be surveyed as to their preference for meeting times using the same survey instrument in October 2017.
4. Prior to issuing the questionnaire to all Members, the views of the Committee would be welcome.

Financial Impact

5. There are no financial impacts associated with this report, however, any changes to existing meeting arrangements may have implications for those Officers who attend meetings of the Council.

Equality Impact Assessment

6. A screening assessment has been undertaken but a full equality impact assessment is not required.

Workforce Impacts

7. There are no workforce impacts associated with this report, however all changes to existing meeting arrangements may have implications for those Officers who attend meetings of the Council.

Legal Powers

8. There are no legal impacts associated with this report.

Risk Management

9. There are no significant risks associated with this report.

Consultation

10. There is no requirement under the Constitution for external consultation on this item.

Recommendations

11. That the Democratic Services Committee comments on the Survey instrument and endorses the proposal to conduct a survey of meeting times in October 2017.

Reason for Proposed Decision

12. To Comply with Section 6 of the Local Government (Wales) Measure 2011.

List of Background Papers

13. None.

Officer Contacts

Karen Jones - Head of Corporate Strategy and Democratic Services

e-mail: k.jones3@npt.gov.uk

Telephone: 01639 763284

Rhys George - Electoral and Democratic Services Manager

e-mail: r.j.george@npt.gov.uk

Telephone: 01639 763719